



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WILDLIFE BUREAU CHIEF OPTION A: GAME OPTION B: FISHERIES OPTION C: HABITAT	40	A	1.703

Under general direction of the Deputy Administrator, Wildlife Bureau Chiefs are assigned to plan, organize and direct the specialized statewide programs and projects of the Fisheries, Game or Habitat Bureau.

Plan, develop and manage bureau programs; establish and evaluate priorities; coordinate activities between geographical regions, outside agencies, and other bureaus within the Division.

Develop short and long range plans; develop and implement policies and procedures; review and evaluate program progress and results; review reports and develop solutions to operational problems.

Prepare, control and monitor the bureau's budget; analyze financial and statistical data; prepare recommendations and justifications for budget adjustments; administer federal grants; coordinate the collection of fees; review and draft contracts and agreements; identify and pursue external funding sources for surveys, projects and activities related to wildlife management.

Review operational needs and authorize travel, purchases and other expenses; draft or approve regulations, proposals and other written materials; develop criteria for hunting and fishing seasons; approve public information documents and pamphlets.

Develop, analyze and evaluate legislative proposals related to wildlife laws and regulations; draft amendments, prepare impact statements and testify before legislative committees as requested; ensure that proposals are consistent with the Division's mission and long range goals; represent the Division at public meetings and explain proposed legislation.

Respond to environmental impact statements and other inquiries; provide for the efficient operation of the division, protect conservation resources, and accommodate the needs of the public.

Supervise Wildlife Staff Biologists and administrative support personnel; assign and review work; develop and revise work performance standards; evaluate employee performance; counsel and take disciplinary action as appropriate; and provide training opportunities, in order to accomplish bureau and Division objectives and provide for employee development.

Provide for public information and education by furnishing technical and non-technical information to community and special interest groups; speak to service clubs and sporting associations; attend and participate in Wildlife Commission meetings; coordinate news releases through the Conservation Education Bureau; provide information to legislative bodies, government agencies and others as requested; and prepare written reports, technical papers, bulletins, pamphlets and other materials.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

OPTION A: Game

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in wildlife management, biology or closely related field and five years of progressively responsible professional experience in wildlife management including at least two years of supervisory experience. Three years of the experience must have been in game management; **OR** an equivalent combination of education and experience.

OPTION B: Fisheries

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in wildlife management, biology or closely related field and five years of progressively responsible professional experience in wildlife management including at least two years of supervisory experience. Three years of the experience must have been in fisheries management; **OR** an equivalent combination of education and experience.

OPTION C: Habitat

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in wildlife management, biology or closely related field and five years of progressively responsible professional experience in wildlife management including at least two years of supervisory experience. Three years of the experience must have been in habitat management; **OR** an equivalent combination of education and experience.

ALL OPTIONS

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: theories and principles of biology, ecology and wildlife management related to fisheries, game or habitat. **Working knowledge of:** budgeting processes including developing and administering budgets for statewide programs and projects; other resource agencies' operations, procedures and policies related to the mission and goals of the Division; managerial and supervisory principles and practices. **Ability to:** plan, coordinate and administer programs for fisheries, game or habitat management; analyze legal documents, cooperative agreements, Division policies, and State and federal regulations; negotiate and mediate controversial issues and develop workable solutions and/or reasonable compromises; communicate effectively both orally and in writing with representatives of other State and federal agencies, legislators and the public; make oral presentations to groups to explain programs, policies and procedures of the Division; draft preliminary legislative documents for Division review; maintain effective and cooperative working relationships with other resource agencies and the public; analyze situations, develop alternative solutions, and implement programs and action plans; supervise and evaluate the performance of assigned staff; provide for staff development opportunities; establish and meet goals and objectives; evaluate technical scientific research proposals, studies and reports pertaining to fisheries, game or habitat.

ALL OPTIONS

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: Nevada Revised Statutes (Title 45), Nevada Administrative Code, Commission General Regulations, personnel rules and regulations, and applicable federal laws and regulations. **Working knowledge of:** Nevada geography, natural resources, history and scientific characteristics of wildlife species. And, in addition:

Option A: Game

Detailed knowledge of: Nevada wildlife, habitat resources and geography; the life habits and characteristics of big game, small game, upland game, waterfowl, fur bearers, non-game and predators; maintenance and safety requirements of air operations equipment used in wildlife surveys. **Working knowledge of:** the Pittman-Robertson Federal Aid in Wildlife Restoration Act and eligibility requirements for funding.

Option B: Fisheries

Detailed knowledge of: Nevada fisheries, aquatic habitats and geography; the life history and characteristics of fish species in Nevada; the Wallop-Breaux Federal Aid in Fisheries Restoration Act and eligibility requirements for funding.

Option C: Habitat

Detailed knowledge of: the Division's engineering services functions; Nevada wildlife, geography and natural resources. **Working knowledge of:** Federal Aid Regulations under both Pittman-Robertson and Wallop-Breaux programs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.703

ESTABLISHED:	1/1/61
REVISED:	7/1/62
REVISED:	8/23/71
REVISED:	6/15/72
REVISED:	7/1/87-12P
	10/17/86PC
REVISED:	7/1/97P
	6/4/96PC